



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

ASSISTANT DEPUTY CHIEF PROBATION OFFICER

Announcement #

06-09

Date Opened

September 25, 2006

Closing Date

October 20, 2006, close of business

Location

101 W. Broadway, Suite 700, San Diego, CA 92101

**Duties and
Responsibilities**

The Assistant Deputy Chief Probation Officer serves as an assistant to the Chief Probation Officer and the Deputy Chief Probation Officer in the administration and management of probation and parole services within the Southern District of California. In addition to other duties, the Assistant Deputy Chief Probation Officer will be responsible for the overall administration and management of a division of approximately 7 supervisors and 40 probation officers, who perform either presentence investigation and report preparation or community supervision of offenders. The position is currently in the Supervision Division, but the future location of the position will be dictated by the needs of the organization. The United States Probation Office in the Southern District of California serves 17 district judges and 10 magistrate judges. The district serves San Diego and Imperial Counties and employs approximately 150 probation officers and support staff. Additional representative duties include but are not limited to:

**Additional
Representative
Duties**

- Assists the Chief Probation Officer in the formulation and implementation of policies within the district.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts and institutions and the effective supervision of probationers, supervised releasees and parolees.
- Is proactive in assessing and developing operational programs, policies, and procedures.
- Schedules and facilitates regular divisional meetings with staff.
- Participates in systematic analysis of performance for all subordinates.
- Directly oversees supervisory personnel.
- Approves and monitors travel, leave, and scheduling of work hours.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system, to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which are consistent with the Mission, Vision and Values of the organization.
- Identifies training needs within the district and conducts staff training.
- Confers with judges, attorneys and other interested parties to interpret national and local policies and procedures.
- Performs related duties as required by the Chief Probation Officer and the court.

Court Personnel System - Classification Level 31

Salary Range

CL 31, Steps 1-61 \$87,241 - \$141,806 Annually (commensurate with experience)

Qualifications

To qualify for this position, an applicant must have a minimum of seven years specialized experience as a United States Probation Officer, with at least one year of experience as a Supervising U.S. Probation Officer at a CL-30. Experience as a United States Probation Officer in both the Investigation and Supervision Divisions; an advanced educational degree; and leadership or management training are preferred qualifications for this position.

Requirements

Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Additional preferred skills and abilities

- Excellent verbal and written communication skills
- Problem solving abilities
- Good analytical skills
- Ability to develop and coach others
- Strong technical abilities
- Project management skills
- Ability to maintain good interpersonal relationships
- Decisiveness
- Consensus builder
- Strong leadership and management skills
- A solid understanding of organization, management, and leadership principles
- Ability to see the "big picture"
- Integrity
- Strong Ethics
- Visionary
- Values continuous professional development

Apply by submitting

1. A cover letter explaining qualifications, your interest in pursuing this position, and how your experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume, which includes dates of employment, salary history, functions managed, the number and composition of personnel, number of years at the CL-30;
3. Most recent three Performance Evaluations;
4. A written statement (not exceeding 5 pages) responding to the question: "What are the most significant internal and external issues facing a probation office, and what strategies would you suggest to overcome them?" As part of the interview, applicants will be asked to give an oral presentation of the written assignment (no audio visual aids); and
5. Any other relevant information you wish to have considered.

Submit materials in an envelope marked "Confidential" to:

Kenneth Young, Chief Probation Officer
United States Probation Office
101 W Broadway, Suite 700
San Diego, CA 92101

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